रजिस्टर्ड नं० एल0-33/एस0 एम0/13-14/95.



राजपत्र, हिमाचल प्रदेश

(असाधारण)

हिमाचल प्रदेश राज्यशासन द्वारा प्रकाशित

शिमला, मंगलवार, 27 जून, 1995/6 आषाढ़, 1917

हिमाचल प्रदेश सरकार

कार्मिक विभाग

(सचिवालय प्रशासन सेवाएं-I)

अधिसूचना

शिमला-2, 27 मई, 1995

संख्या कार्मिक (स0प्र0-I)ए0 (3)-1/93.—हिमाचल प्रदेश के राज्यपाल, भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, हिमाचल प्रदेश लोक सेवा आयोग के परामर्श से, इस अधिसूचना से संलग्न उपाबन्ध-अ के अनुसार कार्मिक विभाग (सचिवालय प्रशासन), हिमाचल प्रदेश में कनिष्ठ

1525-राजपत्र/95-27-6-95—1,229. (2599) मूल्य : 1 रुपया।

वेतनमान आशुलिपिक, ग्रेड-II (वर्ग-III अराजपत्रित) के लिए निम्नलिखित भर्ती एवं प्रोन्नति नियम बनाते हैं, अर्थात् :—

1. संक्षिप्त नाम और प्रारम्भ.—इन नियमों का संक्षिप्त नाम हिमाचल प्रदेश कार्मिक विभाग (सचिवालय प्रशासन), कनिष्ठ वेतनमान आशुलिपिक, ग्रेड-II (वर्ग-III अराजपत्रित) भर्ती एवं प्रोन्नति नियम, 1995 है।

(2) ये नियम तुरन्त प्रभाव से प्रवृत्त होंगे।

2. निरसन एवं व्यावृत्तियां.—(1) अधिसूचना संख्या 1-535/57-III-एस0 ए0 एस0, तारीख 20-11-1973 द्वारा अधिसूचित और समय-समय पर यथा संशोधित दि हिमाचल प्रदेश सैक्रेटेरियेट क्लास-III सर्विसिज (रिक्रूटमैंट, प्रमोशन एण्ड सर्टेन कंडिशन्ज आफ सर्विसिज) रूल्ज, 1973 का उस सीमा तक जिस तक इसका सम्बन्ध कनिष्ठ वेतनमान आशुलिपिक के पद से है निरसन किया जाता है।

(2) ऐसे निरसन के होते हुए भी उपरोक्त नियम-2 (1) के अधीन इस प्रकार निरसित सुसंगत नियमों के अधीन की गई कोई बात या कार्रवाई इन नियमों के अधीन विधि मान्य रूप में की गई समझी जाएगी।

आदेश द्वारा,
हस्ताक्षरित/-
आयुक्त एवं सचिव।

उपाबन्ध—"अ"

हिमाचल प्रदेश कार्मिक (सचिवालय प्रशासन) विभाग में कनिष्ठ आशुलिपिक, ग्रेड-II के लिए भर्ती एवं प्रोन्नति नियम

1.	पद का नाम	कनिष्ठ वेतनमान आशुलिपिक ग्रेड-II
2.	पदों की संख्या	34 (चौंतीस)
3.	वर्गीकरण	वर्ग-III अराजपत्रित (लिपिक वर्गीय सेवाएं)
4.	वेतनमान	1. रुपये 1200-40-1320-45-1500-50-2000-60-2060-70-2130 जमा रु. 60/- विशेष वेतन। यह वेतनमान संवर्ग में कनिष्ठ वेतनमान आशुलिपिकों के कुल पदों का रुपये 1500—2700 के वेतनमान में रखे जाने वाले पदों को घटा कर दिया जाना है और पदधारियों को कनिष्ठ वेतनमान आशुलिपिक ग्रेड-II के रूप में पदाभिहित किया जाना है। 2. रुपये 1500-50-2000-60-2060-70-2550-75-2700 जमा रुपये 60/- विशेष वेतन। यह वेतनमान संवर्ग में कनिष्ठ वेतनमान आशुलिपिकों के कुल पदों के पचास प्रतिशत तक संवर्ग में कनिष्ठ वेतनमान आशुलिपिक ग्रेड-II के रूप में कम से कम पांच वर्ष की सेवा अवधि के पश्चात् दिया जाना है और पदधारियों को कनिष्ठ वेतनमान आशुलिपिक ग्रेड I के रूप में पदाभिहित किया जाना है।
5.	चयन पद अथवा अचयन पद	लागू नहीं

ANNEXURE 'A'

RECRUITMENT AND PROMOTION RULES FOR THE POST OF JUNIOR SCALE STENOGRAPHER GRADE-II IN THE PERSONNEL (SECRETARIAT ADMINISTRATION) DEPARTMENT, HIMACHAL PRADESH

1.	Name of the post	Junior Scale Stenographer, Grade-II
2.	Number of posts	34 (Thirty Four)
3.	Classification	Class-III (Non-Gazetted, Ministerial Services)
4.	Scale of pay	(*i*) Rs. 1200-40-1320-45-1500-50-2000-60-2060-70-2130 plus Rs. 60/- Special Pay. This scale is to be given to the total number of posts of Junior Scale Stenographers in a cadre minus the posts which are to be placed in the scale of Rs. 1500—2700 and the incumbents are to be designated as Junior Scale Stenographers Grade-II. (*ii*) Rs. 1500-50-2000-60-2060-70-2550-75-2700 plus Rs. 60/- Special Pay. This scale is to be given to fifty per cent of the total number of posts of Junior Scale Stenographers in a cadre after a minimum period of five years of service as Junior Scale Stenographer, Grade-II in the cadre and the incumbents are to be designated as Junior Scale Stenographers Grade-I.
5.	Whether selection post or non-selection post.	N. A.
6.	Age for direct recruitment	Between 18 and 35 years: Provided that the upper age limit for direct recruits will not be applicable to the candidates already in service of the Government including those who have been appointed on *ad hoc* or on contract basis: Provided further that if a candidate appointed on *ad hoc* basis had become over age on the date when he was appointed as such he shall not be eligible for any relaxation in the prescribed age limit by virtue of his such *ad hoc* or contract appointment: Provided further that upper age limit is relaxable for Scheduled Castes/Scheduled Tribes/ other categories of persons to the extent permissible under the general or special order(s) of the Himachal Pradesh Government: Provided further that the employees of all the Public Sector Corporations and Autonomous

Bodies who happened to be Government servants before absorption in Public Sector Corporations/ Autonomous Bodies at the time of initial constitution of such Corporations/Autonomous Bodies shall be allowed age concession in direct recruitment as admissible to Government servants. This concession will not, however, be admissible to such staff of the Public Sector Corporations/ Autonomous Bodies who were/are subsequently appointed by such Corporations/Autonomous Bodies and are/were finally absorbed in the service of such Corporations/Autonomous Bodies after initial constitution of the Public Sector Corporations/Autonomous Bodies.

(*i*) Age limit for direct recruitment will be reckoned from the first day of the year in which the post (s) is/are advertised for inviting applications or notified to the Employment Exchanges as the case may be.

(*ii*) Age and experience in the case of direct recruitment relaxable at the discretion of the Himachal Pradesh Public Service Commission in case the candidate is otherwise well qualified.

7. Minimum educational and other qualifications required for direct recruits.

Essential Qualifications :

(*i*) Should have passed Matriculation Examination in second division or 10+2 Examination or its equivalent from the Board/University recognised by Himachal Pradesh/Central Government.

(*ii*) Must possess the following speed in short hand and type-writing in both languages *i.e.* English and Hindi at the time of initial recruitment:—

Speed in shorthand		Speed in typewriting	
English	Hindi	English	Hindi
80 WPM	70 WPM	40 WPM	30 WPM;

Provided that at the time of initial appointment the candidate shall have to pass the test in Hindi shorthand and typewriting as prescribed *supra* and such candidate shall have to pass the test in English shorthand and typewriting as prescribed *supra* within a period of two years from the date of his appointment. The appointment letter of such candidate who does not qualify the shorthand/typewriting test in English language, shall contain the specific condition that he shall have to pass the test in shorthand and typewriting in English within a period of

		two years and if he qualifies the test in English shorthand and typewriting within a period of two years he will be eligible to draw his annual increment from the due dates and the candidate who qualifies the said test after two years he will be eligible to draw his first increment only from the date of qualifying the prescribed test. *Desirable Qualification* : Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of the promotees.	Age : N.A. Educational qualifications : N. A.
9.	Period of probation, if any	Two years subjectt o such further extension for a period not exceeding one year as may be ordered by the competent authority in special circumstances and reasons to be recorded in writing.
10.	Method of recruitment, whether by direct recruitment or by promotion, deputation, transfer and the percentage of vacancies to be filled in by various methods.	100% by direct recruitment
11.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/deputation/transfer is to be made.	Not applicable
12.	If a D.P.C. exists, what is its composition	Not applicable
13.	Circumstances under which the Himachal Pradesh Public Service Commission is to be consulted in making recruitment.	As required under the law
14.	Essential requirement for direct recruitment.	A candidate for appointment to any Service or post must be :— (*a*) a citizen of India, or (*b*) a subject of Nepal, or (*c*) a subject of Bhutan, or (*d*) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of premanently settling in India;

		(*e*) a person of Indian origin, who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Jambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India: Provided that a candidate belonging to categories (*b*), (*c*), (*d*) and (*e*) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Himachal Pradesh Public Service Commission or other recruiting authority, but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.
15.	Selection for appointment to the post by direct recruitment.	Selection for appointment to the post in the case of direct recruitment, shall be made on the basis of *viva voce* test, if Himachal Pradesh Public Service Commission or other recruiting authority, as the case may be, so considers necessary or expedient by a written test or practical test, the standard/ syllabus etc. of which will be determined by the Commission/otherre cruiting authority, as the case may be.
16.	Reservation	The appointment to the service shall be subject to orders regarding reservation in the service for Scheduled Castes/ Scheduled Tribes/Backward Classes and other categories of persons issued by the Himachal Pradesh Government from time to time.
17.	Departmental examination	Not applicable
18.	Power to relax	Where the State Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing and in consultation with the Himachal Pradesh Public Service Commission relax any of the provisions of these rules with respect to any class or category of persons or posts.

नियन्त्रक, मुद्रण तथा लेखन सामग्री, हिमाचल प्रदेश, शिमला-171005 द्वारा मुद्रित तथा प्रकाशित ।